

# NEBRASKA SUPREME COURT

MICHAEL G. HEAVICAN  
CHIEF JUSTICE



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## MEMORANDUM

TO: All Officers and Employees of the Nebraska Supreme Court  
FROM: Chief Justice Michael G. Heavican.  
DATE: October 8, 2009  
RE: Budget

As you know, a special session of the Legislature will be convened beginning sometime in early November in order to address revenue shortfalls. In an effort to prepare for the special session, please govern yourselves by the following restrictions, effective immediately:

1. Existing and newly vacant positions are not to be filled until further notice;
2. Only travel clearly necessary for the day-to-day operation of the courts and probation will be reimbursed;
  - a. In-state travel is allowed for all non case-related meetings and training currently scheduled to be conducted through October 31. In-state travel related to meetings and training scheduled to take place after October 31 will be subject to further restrictions to be determined later this month;
  - b. Until further notice, out-of-state travel is not allowed unless the cost is reimbursed by an entity other than the Supreme Court;
3. Equipment may not be leased or purchased unless an emergency exists, and then only with approval of the State Court Administrator or State Probation Administrator;
4. Any new or renewal contracts, for either services or commodities, are subject to review and approval by the State Court Administrator or State Probation Administrator;
5. Applications for grants are not to be submitted until reviewed and approved by the State Court Administrator or State Probation Administrator;
6. No new real property leases may be entered into without the approval of the Supreme Court.

These actions will remain in effect at least until the end of the special session. At that time the Supreme Court will evaluate the decisions made by the Legislature and determine what further actions should be taken for the remainder of the current fiscal year and the next fiscal year.

Your cooperation with these budgetary matters is greatly appreciated.